



JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



Open to Members of the 181 IW Only

| ANNOUNCEMENT NO. | | DATE ISSUED | CLOSING DATE |
|--|-----------------|-------------------------|------------------------|
| 14-057-A-Air | | 16 September 2014 | 01 October 2014 |
| UNIT OF ASSIGNMENT | LOCATION | CIVILIAN SERIES & GRADE | SALARY RANGE |
| 181 MDG | Terre Haute, IN | N/A | SSgt/MSgt |
| POSITION TITLE | PDCN | MINIMUM MILITARY GRADE | MAXIMUM MILITARY GRADE |
| Health Service Management | TBD | SSgt | MSgt |
| COMPATIBLE MILITARY ASSIGNMENT | | | |
| Air Force Specialty Code (AFSC) 4A071 | | | |
| PERMANENT CHANGE OF STATION (PCS) FUNDING | | | |
| FUNDS MAY BE AVAILABLE | | | |
| MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION | | | |
| <input checked="" type="checkbox"/> Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) <u>Three (3) years with the potential for follow on tours.</u> | | | |
| <input checked="" type="checkbox"/> IAW ANGI 36-101, follow on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments. | | | |
| <input checked="" type="checkbox"/> Open to Females | | | |
| DUTIES AND RESPONSIBILITIES | | | |
| <p>Serve as a Medical Records Technician ensuring that every airman is medically ready to execute his/her state and federal mission. Ensure the proper management of medical records for all assigned to the Intelligence Wing and shall assist other fulltime staff in accomplishing the day to day operations of the Medical Group.</p> <p>Implement and manage the Armed Forces Health Longitudinal Technology Application (AHLTA) information management systems utilized for aerospace medicine and force health protection programs. Assist with the management of the AHLTA Electronic Medical Records Program and ensures members are trained to successfully utilize the system.</p> <p>Create, manage and process medical records for current members. Create medical records for new accessions. Process medical records for individuals scheduled for Basic Military Training, Technical School, Transfer and Discharge. Prepare medical records for individuals scheduled for monthly physical exams. File documentation in individual medical/dental records.</p> <p>Update physical examination data in required information management systems. Assist with the management of the Reserve Component Periodic Health Assessment (RCPHA) Program. Schedule members to complete</p> | | | |

medical/dental requirements. Edit, review and validate medical records for accuracy and completeness.

Document medical records and notify members to contact physician for laboratory or diagnostic results. Comply with policies and procedures developed for the flight medicine and grounding management programs. Ensure new policies and procedures are provided to medical staff in a timely manner.

Assist with medical deployment eligibility determinations. Review military unique individual readiness requirements. Prescreen medical records for medical/dental health issues that require evaluation for deployment eligibility. Perform quality assurance studies/reviews. Conduct annual medical/dental record reviews. Perform quality assurance checks on in-coming medical/dental records. Compile and complete special and recurring reports.

Operational Security (OPSEC) principles and the proper management of Privacy Act, HIPAA and FOUO information. Privacy Act of 1974, and must be familiar with the proper management of this type of information. Health Information Portability and Accountability Act (HIPAA), and must be familiar with the proper management of this type of information. "For Official Use Only" (FOUO).

Manage, prepare file plans and ensure proper disposition of all record sets for the Medical Group utilizing the Air Force Records Information Management System (AFRIMS).

Strong organizational skills and communication skills, both written and verbal. Basic knowledge of standard office procedures and the ability to interpret general direction. Knowledge and experience needed to use Microsoft Office Suite including but not limited to Excel, Word, PowerPoint and Outlook. Use various software programs to maintain database files and prepare reports.

GENERAL EXPERIENCE

Knowledge is mandatory of: general clerical procedures; medical terminology, regulations, and directives; medical ethics; health records administration; principles of coding; and anatomy and physiology.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

-Educational Requirements and/or Substitution of Education for Experience: For entry into this specialty, completion of high school or General Education Development equivalency computers is desirable.

-Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.

-Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.

-Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.

-Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).

-Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.

-Security Clearance: Applicants must have or be able to obtain a **SECRET** security clearance.

-Medical/Physical: Applicants must meet any medical standards or physical requirements designated for the position.

-Direct Deposit/Electronic Fund Transfer Program: Selected candidate is required to participate as a condition of employment.

-Vice: N/A

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

-Complete and SIGNED NGB Form 34-1.

- Applicants MUST submit CURRENT fitness assessment.

-Current Record Review Listing (RRL-RIP). Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. Applications must be delivered, Faxed, emailed or mailed to the Joint Forces Headquarters Indiana Human Resource Office and **MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

- Incomplete application packets will NOT be considered for further review. If emailed, please submit all documents combined into ONE PDF attachment, if possible.

POC is SSG Osborn: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 4013.

Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-483, Email: ng.in.inarnng.mbx.mdihrweb@mail.mil Original signature will be required for EMAILED copies at the time of the interview.

Selecting Official: CMSgt Tracie L. Newman